

Glossary 14

- Common Terms and Definitions

Absentee Ballot

A paper ballot issued to a voter who is not able to vote in a polling place on Election Day. Absentee Ballots must be returned or mailed to the Board of Elections office by close of business Election Day. Absentee Ballots will not be accepted at the polling place.

Absentee Voter

A voter who is not able to vote in a polling place because they will be absent or unable to vote in person on Election Day. The voter receives a paper ballot which must be mailed or returned to the Board of Elections by the close of Election Day.

Accessible Voting Unit

A Voting Unit set up with a metal positioning bracket so that the Voting Unit Screen can be set at a 90-degree angle for easier voting from a seated position (i.e. wheelchair or folding chair). The accessible Voting Unit is often set up on a table instead of the Voting Unit's fold-out legs. The accessible Voting Unit is often set up with VIBS equipment attached for the Audio Ballot. See definition of VIBS.

Accumulated Totals Report

A report showing the number of votes recorded from all the Voting Units in a precinct. This report is printed from the Voting Unit designated as the Accumulator Unit after the Polls close.

Accumulating Results

The process by which election results for a precinct are calculated.

Accumulator Unit

A Voting Unit used to add the election results from all of the Voting Units in a precinct.

Archiving (Early Voting Only)

A process performed during early voting that saves the day's activities on the electronic pollbook's compact flash card.

Audio Ballot

The ballot heard using a headset as part of the VIBS (see definition below). The Audio Ballot contains the same candidate and question content as the electronic Voting Unit Screen ballot and includes instructions for using a keypad to select candidates, navigate the ballot, record Write-In votes, and cast a ballot.

Audit Trail

A chronological set of logs and records used to provide evidence of the voting system's performance and that is sufficient to reconstruct, review, and examine the election from start to finish.

Ballot

A device used to record choices made by voters. Each voter casts one ballot. Ballots are not shared.

Ballots Cast

The total number of ballots cast on an individual Voting Unit at a precinct. This number appears at the bottom of the Voting Unit Screen next to "Ballots." On the Totals Report, the same number appears next to "Public Counter." On the electronic pollbook, ballots cast can be viewed at the bottom of the screen.

Black Case

Case wherein the Chief Judges' keys, Supervisor Cards and passwords are found and into which the Voting Unit memory cards are placed after Voting Units have been closed. This case is found in the Red Bag.

Board of Elections (BOE)

This has two meanings. (1) The body of officials appointed by the Governor to administer elections in Montgomery County, Maryland; or (2) all employees of the county who administers the elections in Montgomery County.

Cancel Ballot Option

An option on the Voting Unit that allows a Chief Judge, upon request of a voter, to cancel a voter's ballot if the ballot has not been cast.

Candidate

An individual running for office for whom voters have the opportunity to vote on a ballot.

Cast

The process by which a voter confirms and submits their voted ballot.

Cast Ballot Button

This button is pressed when the voter is ready to cast their ballot after making selections for all of the contests for which they are eligible and wish to vote.

Challengers & Watchers

Registered voters designated by a candidate, political party or other group to be in a precinct for the purpose of observing an election. These individuals may observe the set up of the Voting Units, voting throughout the day, and the closing procedures. It is unlawful for any Challenger or Watcher to inquire for whom a voter intends to vote or has voted, to converse in the precinct, or to assist any voter with their ballot. They must have a Challenger and Watcher Certificate in their possession.

Chief Judge

An Election Judge that is responsible for overseeing all precinct activities, including the actions of different Election Judges.

Closing Judge

A part-time Election Judge who is responsible for assisting the Chief Judges with closing the Voting Units. Also responsible for transporting the precinct's Critical Materials to the Board of Elections at the end of Election Day.

Closing Totals Report

A report completed by the chief judges after ending the election that summarizes the data from the voting units, electronic pollbooks, provisional ballots, and voter authority cards.

Compact Flash Card (CF Card) (see Memory Card)

A device used in the Electronic Pollbook for storing election information and lists of eligible voters.

Consolidated Ballot Count Report

Report printed from the electronic pollbook prior to opening and after closing used to verify the integrity of the election.

Consolidated Voter Count Report

Report printed from the electronic pollbook prior to opening and after closing used to verify the integrity of the election.

Contest

Candidates who run against each other or among themselves for a particular office or number of offices.

Critical Materials

The documents and equipment that must be returned to the Board of Elections on election night to assure the integrity of the election.

Cross-over Cable

In a precinct with only two Pollbooks, the cable connecting the Pollbooks which allows them to synchronize data.

Glossary

Daisy-Chaining

The practice of connecting up to six Voting Units to a single AC power source.

District/Precinct

The election district and precinct number to which voters are assigned. For reporting purposes, this information will be included on most forms.

Early Voting

The process in which a voter can cast a ballot in person prior to Election Day.

Electioneering

Wearing, displaying or handing out buttons, fliers and other campaign literature, as well as verbally encouraging support for, or opposition to, a candidate, party or referendum.

Election Judge

An official responsible for conducting proper and orderly elections in local precincts.

Electronic Pollbook and Printer

Computerized Precinct Register used to check-in a prospective voter, encode a Voter Access Card, and issue a *Voter Authority Card*.

Encoder Ready Light

A light on the right side of the Electronic Pollbook that is solid green when the Pollbook is in operation and flashes green when a Voter Access Card is being encoded.

Exit Polling

The process used to interview voters leaving the polling place or early voting center. This activity may take place inside the “no electioneering zone” but not inside the voting area (areas that make up the Polling Room i.e.: Check-In, Voting Unit, Provisional, etc.)

Extended Hours Voting

Voting hours are extended when a court order has been issued to extend regular voting hours.

High Contrast Text

The option on a Voting Unit which changes the color of the screen’s content to black and white for the benefit of voters with low vision. The voter must press the “High Contrast” button at the bottom of the Voting Unit Screen to activate this feature.

Hub (Network Hub)

A device connected to Electronic Pollbooks with an Ethernet cable which allows them to synchronize data. Used when more than two Pollbooks are being used in a polling location.

Inactive Voter

An individual who has had mail sent to them by the BOE returned with no forwarding address.

Instruction Page (Voting Unit)

A set of instructions describing how to make ballot selections, record the ballot, and cast the ballot.

Instruction Page (Provisional Ballot Application)

A set of instructions describing why a voter must vote provisionally, how to complete the Provisional Application, how to record ballot selections, and how to determine whether the Provisional Ballot is counted.

Keys

A set of two keys issued to each Chief Judge to open the Voting Unit outer case and the top (printer) and side (power and memory card) compartments of a Voting Unit.

Keypad (on VIBS unit)

A telephone-style numeric input device used with the Audio Ballot to select candidates, navigate the ballot, record Write-In candidates, and cast a ballot.

Large or Magnified Text

An option on a Voting Unit that increases the size of ballot text for the benefit of voters with low vision. The voter must press the “Large Text” button at the bottom of the Voting Unit Screen to activate this feature.

Machine ID

The number that identifies a specific machine. It is found on the left side of the Voting Unit (and on the bottom left of the Voting Unit Screen) and on the lower front of the Electronic Pollbook.

Memory Card

A device used in the Voting Unit for storing election and ballot information and accumulating results.

Modem Card

A device connected to a telephone line via the Modem Tail. This card allows for unofficial election results to be electronically transmitted from a precinct to the Board of Elections.

Modem Tail

The cable used to connect the modem to a telephone line.

No Electioneering Zone

Marked boundary where electioneering is not allowed.

Oath

Each Election Judge shall take and subscribe to a written Oath prescribed in Article 1, § 9 of the Maryland Constitution. The signed Oath, when returned to the Board of Elections, shall constitute the commission of office for the Election Judge.

Opening Technician

An individual responsible for assisting the Chief Judges in opening the polls.

Overvoting

Voting for more than the number of allowed candidates in a contest. The Voting Unit prevents voters from voting for more than the “Vote For” limit of selections.

Paper Ballot

Another term for a Provisional or Absentee Ballot.

Political Party

An organization or group that seeks to attain and/or maintain political power within government, usually by participating in elections.

Password

A code that gives the Chief Judge access to certain functions of the Voting Unit or the Electronic Pollbook.

Polling Place

The physical location where voters cast their ballot on Election Day.

Power Indicator Light (Electronic Pollbook)

Indicator light in the lower right corner of the Electronic Pollbook that flashes green when the Pollbook is plugged into AC power and is charging. It is solid green when it is fully charged. The light is off when there is no AC power.

Power Indicator Light (Voting Unit)

Power status indicator shown at the bottom right on a Voting Unit Screen. When “Charging” is shown with a green background there is adequate power supply. If a red background is shown with the word “Battery”, it means the Voting Unit is running on battery power.

Precinct

An election zone legally defined by geographic boundaries.

Precinct Register

A printed or electronic list containing the names of all the registered voters in a particular precinct.

Privacy Panels

Panels attached to the sides of the Voting Unit to provide privacy for voters.

Provisional Ballot

A paper ballot issued to a voter claiming to be properly registered whose qualification or entitlement to vote cannot be immediately established upon examination of the Precinct Register. All voted Provisional Ballots are returned in the sealed Provisional Ballot Bag to the Board of Elections.

Provisional Ballot Bag

The orange bag into which provisional voters cast their Provisional Ballots. At the end of the election the bag is secured and returned to the Board of Elections with the Critical Materials.

Provisional Ballot Privacy Booth

A folded cardboard booth to be used on the provisional ballot table to ensure the voter’s privacy while voting.

Provisional Voter

A voter who casts a Provisional Ballot.

Public Counter

The total number of ballots cast on an individual Voting Unit at a precinct. This number appears on the Totals Report next to “Public Counter.” On the Voting Unit Screen, the same number appears next to “Ballots.” See also Ballots Cast.

Recruiter

An individual who is responsible for identifying and screening/evaluating qualified candidates for the position of Election Judge.

Serial Number (Memory Card)

The Voting Unit’s memory card identification which is printed on its label (usually near the barcode).

Serial Number (Voting Unit)

Identification printed on a tag attached to the Voting Unit by the Board of Elections, on the side of the unit and also appearing on the bottom left of the Voting Unit Screen. This is different from the Machine ID, which is used by the software application.

Spoiled Provisional Ballot

A Provisional Ballot on which the voter made a mistake and that has not been cast. The voter is instructed by an Election Judge to overvote all contests on the spoiled ballot before being issued a new ballot to cast.

State Tag Number

The number found on the lower front of the Electronic Pollbook that identifies that specific machine.

Stylus

A pen-shaped instrument with a hard point used to tap on the screen of the Electronic Pollbook to make selections. The stylus is stored in a slot located at the top of the Electronic Pollbook.

Summary Page

Page appearing at the end of a Voting Unit Screen ballot summarizing the selections made by the individual voter. The voter has the opportunity to review the candidates and any ballot issue responses selected before casting a ballot.

Supervisor Card

The card used by Chief Judges to end the election on each Voting Unit and initiate printing of Totals Reports.

Synchronize (Sync)

Process used to ensure each Pollbook in a polling place is storing and displaying the same information as every other Pollbook in that precinct. Information is shared through the network hub or the crossover cable.

System Total

The number of ballots cast on a Voting Unit since it first went into service. This is listed as “Tot” at the bottom of the Voting Unit Screen and as “System Counter” on the Totals Report.

Totals Report

A report showing the number of votes for each contest as recorded on the Voting Unit. This report is printed after the polls are closed.

Touchscreen (Voting Unit Screen)

An electronic device used for voting that allows a voter to make selections on the Voting Unit by pressing directly on the screen.

Transmitting Results

The process by which unofficial election results are encrypted and sent over a designated telephone line to the local Board of Elections. Also referred to as “uploading” or “modeming”.

Undervoting

Voting for fewer candidates than the number allowed in a contest. For example: if the contest is “Vote for three” and the voter voted for only one candidate, there are two Undervotes. A voter is warned about Undervoted contests before casting their ballot and, has the opportunity to make changes to the ballot before it is cast.

Unvoted Provisional Ballot

A blank Provisional Ballot that was not used. All unvoted ballots must be counted and returned to the Board of Elections.

Uploading

The transfer of the election results from a precinct’s Accumulator Unit to the Board of Elections via a modem. (Transfer also occurs by memory cards being physically returned to BOE.)

VIBS

Stands for “Visually Impaired Ballot Station.” A Voting Unit set up with headphones and keypad so that a voter may use an Audio Ballot to cast a secret ballot with or without assistance.

Voted Provisional Ballot

A Provisional Ballot that was cast by a voter. Each voted Provisional Ballot is sealed in the supplied envelope and placed into the locked Provisional Ballot Bag by the voter.

Voter Access Card

When inserted into the Voting Unit, this plastic Smart Card instructs the Voting Unit which ballot the voter is eligible to receive and permits an eligible voter to cast an electronic ballot on the Voting Unit.

Voter Access Card Encoder Slot

A slot found on the right side of an Electronic Pollbook for inserting a Voter Access Card to be encoded.

Voter Authority Card (VAC)

A legal document printed by the Electronic Pollbook Printer for each registered voter during the Check-In process. This document is used by the Board of Elections to verify voting activity in the precinct.

Voter Authority Card – Provisional Voting

An orange document used only if a voter cannot be found in the Pollbook to record certain voter information and permit voter to cast a Provisional Ballot. This document is used by the Board of Elections to verify voting activity in the precinct.

Voting Unit

The complete voting device, including the Voting Unit Screen, Voter Access Card slot, Privacy Screens, protective case, as well as headphones and keypad (if attached).

Voting Unit Screen (Touchscreen)

Allows a voter to make selections on the Voting Unit by pressing directly on the screen. See Touchscreen.

Voting Operations Judge

An Election Judge responsible for performing voting operations functions as directed by the Chief Judge such as: checking in voters using the Electronic Pollbook and issuing voters *Voter Authority Cards* and Voter Access Cards; monitoring the use and security of the Voting Units; setting up the Voting Units; answering voters' questions; collecting Voter Authority Cards (VACs) and Voter Access Cards from voters; taking down the Voting Units; and administering the provisional voting process in the precinct.

This position was previously broken down into the separate positions of Check-In Judges, Voting Unit Judges, and Provisional Ballot Judges. These terms are still used to describe the individuals performing duties in the specified areas of the polling place.)

Watcher

See Challengers and Watchers.

Write-In Vote

During a General Election only, a voter has an option to vote for an individual whose name does not appear on the official ballot by using the Write-In option on a ballot.

Zero-Totals Report

A report showing the number of votes recorded on the Voting Unit. All numbers, except for the "System Counter," should be zero. This report is printed from each Voting Unit during the opening process before the precinct opens.